

## **SUBCOMMITTEE PARAMETERS**

In an effort to effectively coordinate activity, energy and the flow of information for W-2 Contract and Implementation Subcommittees, the following parameters have been developed, and are open for committee discussion.

**Purpose of Subcommittees:** The Subcommittees of the C&I are advisory to the full C&I Committee, and are designed to explore ideas and gather input on specific topics regarding W-2 and Related issues. To date, the following subcommittees have been identified: (1) Contract Issues (2) Performance Standards (3) CARES Issues (4) W-2/IM/CC Coordination (5) Policy and Program Development (6) Caseload Fluctuation

**Subcommittee Membership:** Members of the Subcommittee(s) will include:

1. Interested individuals from the full C&I Committee
2. Interested individuals from statewide W-2 agencies, and
3. Interested individuals from non-W-2 agencies.

Each Subcommittee will have a Chairperson who is a member of the full C&I committee. The Subcommittee Chairperson acts as the liaison between the full committee and the subcommittee. As the need and interest warrant, each Subcommittee may also have a co-chairperson. The Co Chairperson does not need to be a member of the C&I Committee.

**Ground Rules for Specific Subcommittees:** The Chairperson of each Subcommittee is responsible for insuring an effective meeting process. This includes, but is not limited to:

- Scheduling meetings
- Insuring meeting minutes are recorded,
- Developing and updating work plans,
- Coordinating communication
- Facilitating meeting protocols to insure all members have input into the process

**Process of the Subcommittees:** Subcommittee(s) may develop recommendations for the full C&I committee to review and act upon. Recommendations will be made in the form of an Issue Paper (See attached) The recommendations will be electronically forwarded to the C&I Co Chairperson(s) by the 10<sup>th</sup> of each month in order to be considered for inclusion on the C&I agenda. If the issue is included on the agenda, the issues papers will be electronically mailed with the agenda.

**Process of the Full Committee:** The full C&I committee will review the Issue Paper(s) , and collectively either:

1. Support the recommendation, and request it be sent to the Secretary's Office for review, action and follow up.
2. Return the recommendation to the subcommittee for clarity, modifications, additional research, or redirection on the issue, etc.

**Process of the Department:** If the full C&I Committee supports a recommendation and forwards the recommendation to the Secretary's Office, the Department will respond to the recommendation by the next C&I Committee date.